The Oracle Financial Management System

Maintenance Timesheet Assignment Worksheet

Maintenance employees must supply the labor task that they will be charging for actual hours worked. For example: (R) Regular Time, (OT) Overtime, etc. Personal Leave, eg (S) Sick, (V) Vacation, etc. will be discharged to the Admin Time Off Task.

Please provide all the projects you feel the employee will be charging weekly. This includes the Administrative Projects. Send or email completed worksh
to Grants in Financial Management. (Grants@dot.ri.gov)

Information must be supplied prior to employees entering their time to prevent delays in Payroll.

EMPLOYEE NAME	SECTION / UNIT	SUPERVISOR	PROJECT	TASK